



Work-Based Learning (WBL) Partnerships: Who Does What?

Effective work-based learning happens when each partner understands their role. This guide highlights the core responsibilities of each partner throughout the planning and implementation of a WBL experience for high school students.

Partner	Role	Key Responsibilities
Employer	Provide a meaningful work-based learning experience by defining student work, supporting learning, and giving feedback to students.	<ul style="list-style-type: none"> • Identify student tasks, projects, and skill goals • Assign a trained supervisor or mentor • Provide orientation and workplace expectations (if offering employer-hosted experiences) • Offer regular feedback and complete brief evaluations • Participate in scheduled check-ins with the school
School	Prepare and support students, ensure the experience meets academic and graduation requirements, and maintain communication throughout.	<ul style="list-style-type: none"> • Select and prepare students for participation • Align the experience with academic and diploma seal requirements • Complete and maintain required documentation (training plan, agreements, etc.) • Communicate regularly with the employer, student, and family • Monitor attendance, safety, and learning progress • Provide reflection or classroom activities to connect work and learning
Intermediary	Coordinate and strengthen the partnership between schools and employers by providing tools, supports, and troubleshooting as needed.	<ul style="list-style-type: none"> • Support outreach and relationship-building between schools and employers • Provide templates, training, and technical assistance • Help troubleshoot communication or logistics • Share promising practices and connect partners to broader networks

